

SECRET

SSA 64-1267

DDP 4-3780

26 June 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Report on Senior Support Officers Conference
3 - 5 June 1964

1. This memorandum is for information only.

25X1A
25X1A

2. There is attached a report on the recently completed Support Officers Conference [REDACTED]. It consists of synopses of the two talks given by you, one given by [REDACTED] and the five summary presentations given by each workshop leader. The synopses were made from the raw tape transcripts which are on file in this office.

25X1A

3. From all indications, the Conference seemed to go off fairly well. [REDACTED] and members of his staff were, as always, efficient and completely cooperative. Our only role was to let them know in general terms what was required and how many people planned to attend. They did the rest.

4. The method employed, that of a workshop or seminar, proved in my opinion an extremely successful mechanism for the informal analysis and discussion of the management problems we are trying to help solve for the Agency. But, if it were necessary to identify the single most important result of the Conference - and these are also the views of a large number of participants - it would be that it gave us an opportunity to exchange views and ideas with the Head of our Career Service, an opportunity rare these days when the press of time and the nature of our business provides for little regular contact.

25X1A

[REDACTED]
Conference Coordinator

Attachment

Report on Support Officers Conference

Distribution:

- Orig - Addressee, w/atts.
- 1 - DD/S Subject, w/atts.
- 1 - ADP, w/atts.
- 1 - Conf. Coord. file, w/atts.
- 1 - SSA-DD/S, w/atts.

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: 25X1A

Conference Coordinator

EXTENSION

NO.

DATE

26 June 1964

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADDP
3 C 34 Hqs

24 July
104

AD

2. ✓✓ A-001

7/27

ml

file